



Please read the attached Home Occupation regulations before completing this form. After completing the form, please return to the Zoning Administrator's Office. Please allow a minimum of fourteen (14) days for approval of your application. If there are questions pertaining to your application, the Zoning Administrator (or his designee) may contact you for additional information before approving your application. A \$30.00 fee is required prior to permit issuance. Each blank must be completed. Please do not leave anything blank.

Applicant: _____ Business Name: _____

Property Owner (if not the same as applicant): _____

Address: _____

Phone: Home _____ Work _____ Email _____

Type of Business or Occupation: _____

Hours of Operation: _____

Equipment Used: _____

Please provide a detailed description of the proposed Home Occupation (be as specific as possible):

Describe any alterations to the home or premises that might be required to facilitate your Home Occupation:

Will any mechanical and/or electrical equipment be used at your home in the conduct of your business? If so, please explain. (Please note, any personal equipment used in conjunction with the home occupation must be listed. i.e. Personal phone, computer, etc.)

Will the business require storage of any materials, supplies, and/or equipment? If so, please explain how, where, and in what amounts storage will be required. _____

Do you have any employees or customers/clients come to your home to utilize any service connected with the proposed Home Occupation activity? Yes _____ No _____

If yes, please explain in detail _____

Per the City of Salem Zoning Ordinance, with the issuance of a home occupation permit, a resident is allowed to have one vehicle used in the conduct of the business parked at the residence. Please describe the vehicle make, model, type, and size of vehicle to be used in the business.

Will the Home Occupation involve the delivery or pickup of materials/finished goods to/from the premises (i.e. UPS, Fed-X, DHL, etc.)? Yes _____ No _____

How many times a week? _____

I have read and understand the attached regulations pertaining to home occupations and believe, to the best of my knowledge, that the proposed Home Occupation would not violate any portion of said ordinance. I understand that any change to the information given here requires that a new form be submitted with the new information. I understand that my permit may be revoked by the Zoning Administrator (or designee) if I fail to comply with all the provisions. *I also give my consent to verify compliance with the requirements for home occupations and grant a right of access for the Zoning Administration Office to make such inspections, if deemed necessary.*

Applicant Signature

Date

Property Owner Signature (if not same as applicant)

Date

FOR OFFICE USE ONLY

Date received _____ Tax Map # _____ Zoning District _____

Date reviewed _____ Approved: _____ Denied: _____

Zoning Administrator (or designee)

Comments: _____

DO NOT RETURN THIS FORM TO THE COMMISSIONER OF THE REVENUE'S OFFICE
You may submit this form via email to communitydev@salemva.gov, by mail to Community Development,
P. O. Box 869, Salem, Virginia 24153, or by fax (540) 375-4042.

Sec. 106-304.5. Home Occupations.

(A) *Intent:*

These standards for home occupations are established in recognition that certain small scale business activities may be appropriate as an accessory use to a residential dwelling. The character and scale of the business activity must be clearly minor and subordinate to the principal use of the property as a residence.

(B) *General Standards:*

1. All home occupations shall be operated by the resident occupants of the dwelling that is the location of the home occupation.
2. Only residents of the dwelling shall be engaged in the home occupation activity. No other employees shall be allowed at the site of the home occupation.
3. No dwelling used for a home occupation shall be altered or used in any manner that would cause the dwelling to differ in character from a residential use.
4. No retail or wholesale sales shall be permitted as part of any home occupation.
5. Lessons in the fine arts (dance, music, art) or tutoring shall be allowed as a home occupation provided the total number of students shall not exceed five per day.
6. The care of up to a maximum of five individuals (not including provider's own children and any children who reside in the home), or the tutoring of up to five individuals shall be permitted as a home occupation. **Please note, licensing by the Department of Social Services may be required. The license or letter stating licensing is not required from the Department of Social Services is required prior to the issuance of the home occupation permit. Please contact DSS Piedmont Regional Office at 540-204-9631.**
7. No signage shall be allowed. No advertising associated with the home occupation shall direct clients to the location of the home occupation.
8. The home occupation shall not require the use or storage of hazardous or toxic materials and no such material shall be associated with the home occupation.
9. There shall be no external storage of equipment or materials associated with the home occupation, and there shall be no external evidence of the existence of the home occupation on the property. One vehicle associated with the home occupation shall be allowed, provided the vehicle is of a type and scale otherwise permitted by this chapter.
10. The volume and characteristics of traffic associated with the home occupation shall be consistent with the volume and characteristic of traffic associated with dwellings in the general area.

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11. The home occupation shall not involve the commercial delivery of materials or products to or from the premises. Incidental deliveries common to residential dwellings shall be permitted.
12. More than one home occupation may be located within a single dwelling provided the level of activity associated with all of the home occupations, when considered together, does not violate any of these general standards.

(C) *Application Process:*

1. The administrator shall be responsible for reviewing all applications for home occupations.
2. Applicants for home occupations shall complete a home occupation application and in doing so shall indicate compliance with the intent of these regulations and the general standards contained herein.
3. If the administrator believes that a proposed home occupation will comply with the intent and general standards contained herein, the application for the home occupation shall be approved.
4. If the administrator believes that a proposed home occupation will not comply with the intent and general standards contained herein, the administrator shall notify the applicant of the changes necessary to achieve compliance with these provisions. If the applicant disagrees with the opinion of the administrator, the administrator may, and at the request of the applicant shall, refer the application to the Commission and Council which shall review the application as a special exception pursuant to the provisions of this chapter.

(D) *Renewals:*

1. All approved home occupations shall be granted for a period of 12 months. Applicants shall be responsible for requesting a renewal of any approved home occupation.
2. Except as provided below, the administrator shall review all renewal requests, and shall approve all requests that are consistent with these standards. The administrator may approve renewals of home occupations approved by Council, provided the home occupation has not changed in character or scale from that approved by Council, and is being operated in accordance with these provisions.
3. If a home occupation is operated in violation of these standards at any time during any 12-month period, the administrator shall not have the authority to renew the application and shall refer the application to the Commission and Council which shall review the application as a special exception pursuant to the provisions of this chapter.

(E) *Enforcement:*

1. The administrator shall have the authority to require compliance with these provisions. When, in the opinion of the administrator, an operator of a home occupation violates the home occupation standards contained herein, the administrator shall require compliance pursuant to the procedures contained in section 106-514.

(Ord. of 3-14-05(2))

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**PLEASE SUBMIT COMPLETED
HOME OCCUPATION PERMIT
APPLICATION TO:**

communitydev@salemva.gov

**MAIL TO:
CITY OF SALEM
COMMUNITY DEVELOPMENT OFFICE
ZONING ADMINISTRATION
P. O. Box 869
Salem, Virginia 24153**

FAX: (540) 375-4042

If you have questions regarding your business license, please call (540) 375-3019

If you have questions regarding this form, please call (540) 375-3032 and select Zoning

IMPORTANT

**If you are not the property owner, please
have property owner sign before submitting
application!
Thank You!**

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